



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Manitoba

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet Bench Scales	
Solicitation No. - N° de l'invitation 5K004-192423/A	Date 2020-05-27
Client Reference No. - N° de référence du client 5K004-192423	
GETS Reference No. - N° de référence de SEAG PW-\$STN-205-5308	
File No. - N° de dossier STN-9-42120 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-07-07	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baessler, Nancy	Buyer Id - Id de l'acheteur stn205
Telephone No. - N° de téléphone (306) 241-2826 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADIAN GRAIN COMMISSION VARIOUS LOCATIONS Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material – Bid

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:
PWGSC Western Region Bid Receiving Unit.

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:
roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the

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question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the Requirement at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to **August 28, 2020** inclusive.

6.4.2 Delivery Date

While delivery is requested by **July 15, 2020** the best delivery that could be offered is _____

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Nancy Baessler, Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch, Prairie Region

Telephone: 306 241 2826

E-mail address: nancy.baessler@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

To be determined

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ **(to be inserted at time of Contract Award)**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payment

6.6.3 SACC Manual Clauses

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

To be determined

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

6.9 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____

6.10 SACC Manual Clauses

B1501C (2008-06-21) Electrical Equipment

B7500C (2006-06-16) Excess Goods

C5201C (2008-05-12) Prepaid Transportation Costs

G1005C (2016-01-28) Insurance – No Specific Requirement

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6.11 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

STATEMENT OF REQUIREMENT

1.0 Scope

1.1. Objective:

Canadian Grain Commission's (CGC) Industry Services (IS) Inspection Program requires the supply and delivery of the following:

- 1) five (5) Balances weighing to four decimal places,
- 2) sixty seven (67) Balances weighing to two decimal places,
- 3) Test Weights:
 - fifty three (53) 2000 gram, and
 - five (5) 5000 gram
- 4) six (6) Test Weight Kits, each kit comprising a set of:
 - one (1) 200 gram,
 - one (1) 10 gram, and
 - one (1) 1 gram
- 5) thirteen (13) Test Weight Kits, each kit comprising a set of:
 - one (1) 500 gram, and
 - one (1) 20 gram

1.2. Background:

CGC requires bench scales accurate to four decimal places to meet test quality determination tolerances needed by the IS Analytical lab and bench scales accurate to two decimal places to meet grade determination tolerances as specified in the Official Grain Grading Guide.

These scales will be used daily as part of the primary instrument in Inspection Services office and terminal locations. The scales may be connected to CGC computer network and used as the main scale for data entry, thus must be compatible with CGC in house applications.

1.3 Abbreviations:

CGC	Canadian Grain Commission
IS	Industry Services
OGGG	Official Grain Grading Guide
OEM	Original Equipment Manufacturer
ASTM	American Society of Testing Materials
CSA	Canadian Standards Association
EC	European Commission
UL	Underwriters Laboratories
OSCAR	Online Shipping Certification and Recording
SOS	Submitted Online Samples
FOB	Free on Board

2.0 Requirements

- 2.1. All equipment must be new and not previously used for demonstration or loan. In that, it must not include refurbished equipment and all equipment must be of current manufacture.
- 2.2. The instrument must be composed of standard equipment requiring no further research or development, must be a model in current production and conform to the current issue of the applicable specification and/or part number of the OEM.
- 2.3. Balances weighing to two decimal places must be a model approved legal for trade by Measurement Canada (Class II) for the grain industry. They must obtain Measurement Canada certification prior to delivery to CGC and a valid 1 year certificate must accompany each scale as per Measurement Canada requirement. Scales must have appropriate marking plate permanently affixed and calibration seal must be sealed. Each scale must have initial Measurement Canada certification sticker.
- 2.4. All test weights must be certified by ASTM prior to delivery to CGC. A valid 1-year certificate must accompany individual weights and weight kits. Each test weight kit must be labelled with a unique serial number.
- 2.5. The equipment must be approved by the CSA, CSA International or a National Certification body for the Country of Manufacture (i.e., EC, UL) before shipping to the CGC **and/or** CSA approval may be obtained by the CGC after acceptance as long as a National Standard for the Country of Manufacture has been met, and is appropriately labelled as certified on the proposed equipment.

3.0 Specifications

3.1. Balance weighing to four decimal places:

- 1) Must obtain Measurement Canada certification.
- 2) Must be readable to 0.0001 gram or 0.1 milligram.
- 3) Must have a maximum weighing capacity between 200 to 220 grams.
- 4) Must have a repeatability not to exceed +/- 0.05 milligram, during verification of accuracy.
- 5) The maximum linearity error must not exceed +/- 0.2 milligram.
- 6) Must have internal adjustment technology in case of an external condition changes, e.g. temperature fluctuation.
- 7) Must provide stable weight value within 2 seconds.
- 8) Right-on-time results must actively ensure all relevant conditions for correct weighing is satisfied.
- 9) Must interface with network computers, CGC specific computer programs.
- 10) Software must be compatible with Windows 10 64 bit.
- 11) Single stable weight value must be determined by the balance and then transferred to CGC specific software as a single stable weight value.
- 12) Must be compatible with *LabX* software in order to provide full support for regulatory compliance and audit integrity.
- 13) Must accurately provide readings subject to environment factors including, but not limited to, vibration, collection of dust and other light weight air bound particles.
- 14) Must have a removable draft shield with three access points, top, left and right side with sliding door access. At minimum, draft shield front, left, right and top must be clear to see sample and scale.
- 15) Must able to detect electrostatic charges on samples and containers.
- 16) Load cell technology must be an improvement on the strain gauge load cell technology to enhance the level of accuracy when the material load is very small.
- 17) Must operate in a range of temperatures from 5°C to 35°C, or better.
- 18) Must have detachable keyboard.

-
- 19) Must show a warning message when balance is not level. Device must not provide weight reading when not level.
 - 20) Must have an on-screen guidance indicating to the user how to level the balance.
 - 21) Weigh pan must have technology to reduce perturbation due to air current when not using a draft shield for weighing.
 - 22) Must be pre-configured with all firmware and software ready for connection when shipped, as per test scale.
 - 23) Instrument electrical requirements must be 110/120V, 50/60Hz.

3.2. Balance weighing to two decimal places:

- 1) Must be approved legal for trade by Measurement Canada, Class II.
- 2) Must be readable to 0.01 gram.
- 3) Maximum weighing capacity between 6000 to 6200 grams.
- 4) Must have a repeatability not to exceed +/- 0.01 gram, during verification of accuracy.
- 5) The maximum linearity error must not exceed +/- 0.02 gram.
- 6) Must have an internal adjustment technology.
- 7) Must provide stable weight value within 2 seconds.
- 8) Must interface with network computers, CGC specific computer programs.
- 9) Software must be compatible with Windows 10 64 bit.
- 10) Single stable weight value must be determined by the balance and then transferred to CGC specific software as a single stable weight value.
- 11) Must accurately provide readings subject to environment factors including but not limited to vibration, collection of dust and other light weight air bound particles.
- 12) Load cell technology must be an improvement on the strain gauge load cell technology to enhance the level of accuracy when the material load is very small.
- 13) Must be able to operate in a range of temperatures from 10°C to 30°C, or better.
- 14) Must show a warning message when balance is not level. Device must not provide weight reading when not level.
- 15) Must have an on-screen guidance indicating to the user how to level the balance.

16) Must be pre-configured with all firmware and software ready for connection when shipped, as per test scale.

17) Instrument electrical requirements must be 110/120V, 50/60Hz.

3.3. **Test Weights and Test Weight Kits:**

- 1) All test weights must be ASTM Class I certified.
- 2) Weight calibration certificate must show results required by the standard ISO.
- 3) Weight is made of non-magnetic metal that is corrosion resistant.
- 4) Weight is one-piece design with a cylindrical shape with knob.
- 5) Weight case is impact-resistant plastic box with high quality form inserts that do not show any dissolve effects or residues for years of use.
- 6) Each weight kit is marked with a unique serial number.

4.0 **Documentation and Manuals**

The contractor must provide a complete and current set of end-user documentation with each system delivered. Also must provide technical reference manuals from the OEM for each item delivered. Manuals must be in English and French.

5.0 **Warranty**

A twelve-month full warranty period must begin on the date of acceptance of the system. Warranty period must provide telephone consultation, without charge, for system operations and troubleshooting.

6.0 **Delivery**

- 3.1. While delivery is requested by August 28, 2020, the best delivery that could be offered is 8 weeks upon purchase order (PO) receipt.
- 3.2. Delivery including freight and offloading charges, FOB Destination as per locations, listed below (see next page) on or before August 28, 2020.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance Matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Spec Section	Description	Status	Bidder Response	Bidder Cross Reference (SIR)	What's expected in your proposal
	The Canadian Grain Commission's Industry Services Inspection program has a requirement for the supply and delivery of: five (5) balances weighing to four (4) decimal places, sixty-seven (67) balances weighing to two (2) decimal places, fifty three (53) two-thousand (2000) gram test weights, five (5) five-thousand (5000) gram test weights, six (6) test weight kits comprising a set of one (1) two-hundred (200) gram weight, one (1) ten (10) gram weight and one (1) one (1) gram weight, and a thirteen (13) test weight kits comprising a set of one (1) five-hundred (500) gram weight and one (1) twenty (20) gram weight.		Note: It's mandatory that the bidder meets all specifications as identified under Annex "A". Failure to meet the minimum requirements will result in your proposal being deemed non-responsive and it must not be given any further consideration in the evaluation process.		Status: M=Mandatory; I=Information; D=Desirable
1	General Performance Specifications				
1.1	All equipment must be new (not previously used for demonstration or loan), in that it must not include refurbished equipment, and in that all equipment must be of current manufacture.	M			
1.2	The instrument must be composed of standard equipment requiring no further research or development, must be a model in current production and conform to the current issue of the applicable specification and/or part number of the Original Equipment Manufacturer.	M			
1.3	The service provider must be ISO-9001 and ISO-17025 accredited.	M			
1.4	The original equipment manufacturer must hold ISO:9001 certification.	M			Provide detailed documentation, brochures with proposal to demonstrate compliance with the specifications of the solicitation.
1.5	The bidder must be an Authorized seller for the Unit they are offering to the Crown.	M			
2	Instrument Specifications				
2.1	Balance weighing to four decimal places must meet the following conditions:				
2.1.1	Balance must obtain Measurement Canada certification.	M			
2.1.2	Must be readable to 0.0001g (or 0.1 mg).	M			Provide detailed documentation, brochures with proposal to demonstrate compliance with the specifications of the solicitation.
2.1.3	Must have a maximum weight capacity between 200 and 220 grams.	M			
2.1.4	Must have a repeatability not to exceed +/- 0.05 mg.	M			
2.1.5	The maximum linearity error must not exceed +/- 0.2 mg.	M			
2.1.6	Must have internal adjustment technology.	M			
2.1.7	Must provide stable weight value within 2 seconds.	M			
2.1.8	Right-on-time results must actively ensure all relevant conditions for correct weighing is satisfied.	M			

LEGEND: M=Mandatory; I=Information; D=Desirable

Spec Section	Description	Status	Bidder Response	Bidder Cross Reference (SIR)	What's expected in your proposal
2.1.9	Must interface with network computers, Canadian Grain Commission specific computer programs.	M			
2.1.10	Software must be compatible with Windows 10 64 bit.	M			
2.1.11	Single stable weight value must be determined by the balance and then transferred to Canadian Grain Commission specific software as a single stable weight value.	M			
2.1.12	Must be compatible with LabX software in order to provide full support for regulatory compliance and audit integrity.	M			
2.1.13	Must accurately provide readings subject to environment factors including but not limited to vibration, collection of dust and other light weight, air bound particles.	M			
2.1.14	Must have a removable draft shield with three access points, top, left and right sides with sliding door access. At minimum, draft shield front, left, right and top must be clear to see sample and scale.	M			
2.1.15	Must detect electrostatic charges on samples and containers.	M			
2.1.16	Load cell technology must be an improvement on the strain gauge load cell technology to enhance the level of accuracy when the material load is very small.	M			
2.1.17	Must be able to operate in a range of temperatures between 5°C and 35°C, or better.	M			
2.1.18	Must have a detachable keyboard.	M			
2.1.19	Must show a warning message when bench scale is not level. Device must not provide weight reading when not level.	M			
2.1.20	Must have an on-screen guidance indicating to the user how to level the scale.	M			
2.1.21	Weigh pan must have technology to reduce perturbation due to air current when draft shield is not used for weighing.	M			
2.1.22	Balance must be pre-configured with all firmware and software ready for connection when shipped as per test scale.	M			
2.1.23	Include multiple ports, e.g., USB, for each connectivity and data export	D			
2.2	<u>Balance weighing to two decimal places must meet the following conditions:</u>				
2.2.1	Must be approved legal for trade by Measurement Canada, Class II.	M			
2.2.2	Must be readable to 0.01 gram.	M			
2.2.3	Must have a maximum weight capacity between 6000 and 6200 grams.	M			

LEGEND: M=Mandatory; I=Information; D=Desirable

Spec Section	Description	Status	Bidder Response	Bidder Cross Reference (SIR)	What's expected in your proposal
2.2.4	Must have a repeatability not to exceed +/- 0.007 gram.	M			
2.2.5	The maximum linearity error must not exceed +/- 0.02 gram.	M			
2.2.6	Must have internal adjustment technology.	M			
2.2.7	Must provide stable weight value within 2 seconds.	M			
2.2.8	Must interface with network computers, Canadian Grain Commission specific computer programs.	M			
2.2.9	Software must be compatible with Windows 10 64 bit.	M			
2.2.10	Single stable weight value must be determined by the balance and then transferred to Canadian Grain Commission specific software as a single stable weight value.	M			
2.2.11	Must accurately provide readings subject to environment factors including but not limited to vibration, collection of dust and other light weight, air bound particles.	M			
2.2.12	Load cell technology must be an improvement on the strain gauge load cell technology which can have accuracy limitations if the material load is very small.	M			
2.2.13	Must guarantee to operate in a range of temperatures between 5°C and 40°C, or better.	M			
2.2.14	Must show a warning message when bench scale is not level. Device must not provide weight reading when not level.	M			
2.2.15	Must have an on-screen guidance indicating to the user how to level the scale.	M			
2.2.16	Balance must be pre-configured with all firmware and software ready for connection when shipped as per test scale.	M			
2.2.17	Wirelessly sends data between the balance and a PC, tablet or printer.	D			
2.2.18	Full metal housing to protect the weighing cell from environmental influences and impacts.	D			
2.2.19	Clear reading with large digits display on a customized colour touchscreen.	D			
2.2.20	Balance has a fixable rear feet support for extra safe stability.	D			
2.2.21	Device is easy to clean, e.g. a flat-surfaced, chemical-resistant weigh pan.	D			
2.3	<u>Test weight and weight kit must meet the following conditions:</u>				
2.3.1	All weights (2kg, 5kg, 200g, 10g, 500g, 20g) must be ASTM Class 1 certified.	M			

LEGEND: M=Mandatory; I=Information; D=Desirable

Spec Section	Description	Status	Bidder Response	Bidder Cross Reference (SIR)	What's expected in your proposal
2.3.2	Calibration certificate must show results required by the standard ISO.	M			
2.3.3	Weight is made of non-magnetic metal that is corrosion resistant.	M			
2.3.4	Weight is one-piece design with a cylindrical shape with knob.	M			
2.3.5	Weight case is impact-resistant plastic box with high quality foam inserts that do not show any dislodge effects or residues for years of use.	M			
2.3.6	Each weight kit is marked with a unique serial number.	M			
2.3.7	Weight kit contains a tweezer or fork, gloves and other accessories for professional weight handling.	D			
3	Electrical Specifications				
3.1	Instrument electrical requires to be 110/120V; 50/60 Hz.	M			Provide detailed documentation, brochures with proposal.
3.2	Equipment must be approved by the Canadian Standards Association (CSA), CSA International or a National Certification body for the Country of Manufacture (i.e. EC, UL) before shipping to the Canadian Grain Commission (CGC). AND/OR CSA approval may be obtained by the CGC after acceptance as long as a National Standard for the Country of Manufacture has been met, and is appropriately labelled as certified on the proposed equipment.	M			
4	Delivery, Inspection and Packaging				
4.1	FOB Destination: to Canadian Grain Commission Inspection offices across Canada, on or before: August 28, 2020	M			Confirm your commitment to these supply requirements.
4.2	Inspection and acceptance will be done at the point of receiving to the satisfaction of the Designated User or an authorized representative. The acceptance testing will include using the equipment in a variety of applications to ensure it operates to the performance standards listed herein. Acceptance at this time in no way limits the performance expected throughout the lifetime of the equipment or the obligations of the vendor during the warranty period.	M			
4.3	Packaging and shipping are to be in accordance with the industry standard for all items in order to ensure their safe arrival at destination. Packing slips must accompany each shipment. The Contractor will be responsible for the safe delivery, installation and obtaining acceptance of the unit. All items must remain the responsibility of the Contractor until delivered, inspected and accepted by an authorized representative of Canada. Following acceptance of the unit, all charges incurred for the replacement of malfunctioning equipment will be borne by the Contractor. Costs associated with replacement of equipment damaged in transit to the destination will be borne by the Contractor and the equipment must not be considered "delivered" for the purposes of satisfying the delivery time requirements as detailed above, unless the equipment is undamaged and ready for acceptance testing.	M			
5	Documentation and Manuals				

LEGEND: M=Mandatory; I=Information; D=Desirable

Spec Section	Description	Status	Bidder Response	Bidder Cross Reference (SIR)	What's expected in your proposal
5.1	The Contractor must provide a complete and current set of end-user documentation with each system delivered. Also must provide technical reference manuals from the Original Equipment Manufacturer (OEM) for each item delivered.	M			Confirm your commitment to the provision of documentation/technical manuals.
5.2	Manuals must be English and French.	M			
6	Warranty				
6.1	Must provide on-site service and use vendor-employed, vendor-trained AND certified field service engineers.	M			Confirm your commitment to the provision of documentation/technical manuals.
6.2	Must provide telephone consultation, without charge, for system operations and troubleshooting.	M			

LEGEND: M=Mandatory; I=Information; D=Desirable

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Appendix 1 to Annex "A" – Delivery Locations

Quantity for Delivery						Location/Contact/Address
Scales		Weights		Weight Kits		
Four decimals	Two decimals	2kg	5kg	200/10/1g	500/20g	
1	15	15	1	1	3	Montreal Joanne Prinsen (514-360-7772) Canadian Grain Commission 13-2901 Rachel Street East Montreal QC H1W 4A4
0	10	8	0	0	3	Hamilton Kris Wonitowy (905-560-1802) Canadian Grain Commission Unit 3A, 2255 Barton Street East Hamilton ON L8H 7T4
1	13	9	1	1	1	Thunder Bay Troy Pilatzke (807-626-1410) Canadian Grain Commission 221 N. Archibald, 2 nd floor Thunder Bay ON P7C 3Y3
1	17	14	1	1	3	Vancouver Todd Travis (604-666-2028) Canadian Grain Commission 300-333 Seymour Street Vancouver BC V6B 5A6
0	3	1	0	0	0	Prince Rupert Chris King (250-627-3036) Canadian Grain Commission 1300 Ridley Island Road Prince Rupert BC V8J 3W8
0	1	1	0	0	0	Calgary Scott Kippin (403-292-4211) CGC – Calgary Service Centre 14-6130 4 th Street SE Calgary AB T2H 2B6
0	1	1	0	0	0	Saskatoon Joey Vanneste (306-975-5714) CGC – Saskatoon Service Centre 103-108 Research Drive Saskatoon SK S7N 3R3
0	1	1	0	0	0	Weyburn Judy Elias (306-848-3350) CGC – Weyburn Service Centre 105-117 3 rd Street NE Weyburn SK S4H 0W3
2	6	3	2	3	3	Winnipeg Soo Lee (204-297-9398) Canadian Grain Commission 800-303 Main Street Winnipeg MB R3C 3G8
5	67	53	5	6	13	TOTAL

ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial Proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

If any section is left blank, all blank values will be assumed to be "0" or "nil".

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Requirement, Annex "A" attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

TABLE 1:

ITEM #	DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE
1	Balance Weighing to four decimals Make and Model: _____	5	each	\$	\$
2	Balance Weighing to two decimals Make and Model: _____	67	each	\$	\$
3	Test Weights to 2000 grams _____	53	each	\$	\$
4	Test Weights to 5000 grams _____	5	each	\$	\$

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5	Test Weight Kits, each kit comprising a set of: <ul style="list-style-type: none">- one (1) 200 gram,- one (1) 10 gram, and- one (1) 1 gram	6	each		
6	Test Weight Kits, each kit comprising a set of: <ul style="list-style-type: none">- one (1) 500 gram- one (1) 20 gram	13	each		
7	12 month warranty (Must include telephone consultation)	1	lot		
TOTAL				\$	\$

TABLE 2: SHIPPING COST

Quantity Item 1	Quantity Item 2	Quantity Item 3	Quantity Item 4	Quantity Item 5	Quantity Item 6	SHIPPING LOCATION	ADDRESS	UNIT OF ISSUE	EXTENDED PRICE
1	15	15	1	1	3	Montreal	Canadian Grain Commission 13-2901 Rachel Street East Montreal QC H1W 4A 4	Lot	\$
0	10	8	0	0	3	Hamilton	Canadian Grain Commission Unit 3A, 2255 Barton Street East Hamilton ON L8H 7T4	Lot	\$
1	13	9	1	1	1	Thunder Bay	Canadian Grain Commission 221 N. Archibald, 2 nd floor Thunder Bay ON P7C 3Y3	Lot	\$
1	17	14	1	1	3	Vancouver	Canadian Grain Commission 300-333 Seymour Street Vancouver BC V6B 5A6	Lot	\$
0	3	1	0	0	0	Prince Rupert	Canadian Grain Commission 1300 Ridley Island Road Prince Rupert BC V8J 3W8	Lot	\$
0	1	1	0	0	0	Calgary	CGC – Calgary Service Centre 14-6130 4 th Street SE Calgary AB T2H 2B6	Lot	\$
0	1	1	0	0	0	Saskatoon	CGC – Saskatoon Service Centre 103-108 Research Drive Saskatoon SK S7N 3R3	Lot	\$

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0	1	1	0	0	0	Weyburn	CGC – Weyburn Service Centre 105-117 3 rd Street NE Weyburn SK S4H 0W3	Lot	\$
2	6	3	2	3	3	Winnipeg	Canadian Grain Commission 800-303 Main Street Winnipeg MB R3C 3G8	Lot	\$
TOTAL									\$

TABLE 3:

Total Table 1	\$
Total Table 2	\$
FINAL (Evaluated) TOTAL	\$

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)